



Travel Authorization & Expense Report Processing



Agenda



**Create Travel
Authorization**

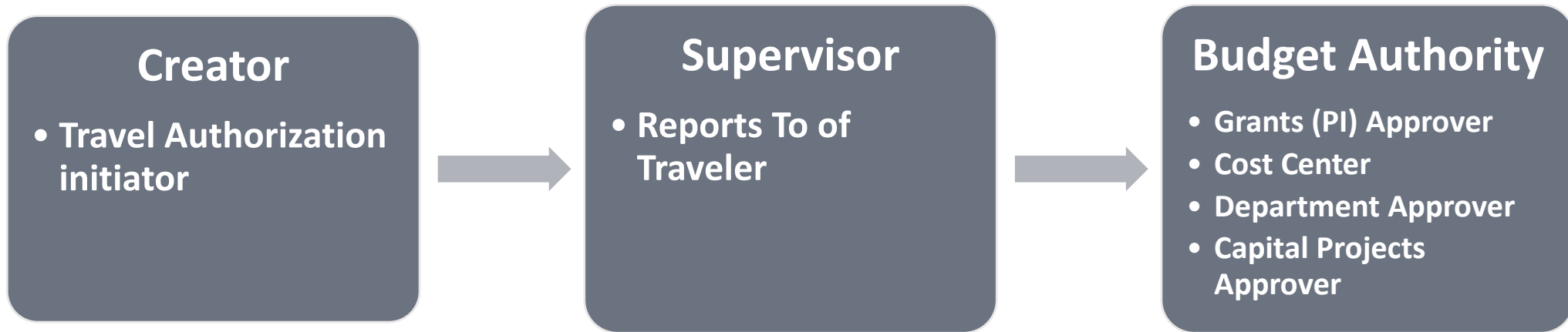


**Create Expense
Reports**



**Reviewing
Budget Checking
Errors**

Travel Authorization Workflow





Navigate to Travel Authorization

Employee Self Service ▾ < 1 of 10

Procurement Operations

Project Mgmt, Billing & AR

Treasury

Accounts Payable

Travel & Expense

HRMS Approvals 0

UTEP C...

Financial Delegations

HRMS Delegations

Payroll and Compensation

Personal Details

1. On Employee Self Service home page click on the **Travel Expense** home page

1



Navigate to Travel Authorization

Travel & Expense ▾

2. Click on the "Create Travel Authorization"

< 10 of 10 >

Financial Approvals



0

Financial Delegations



Create Travel Authorization

2



Create Cash Advance



Create Expense Report



Travel and Expense Center



View Travel Authorization

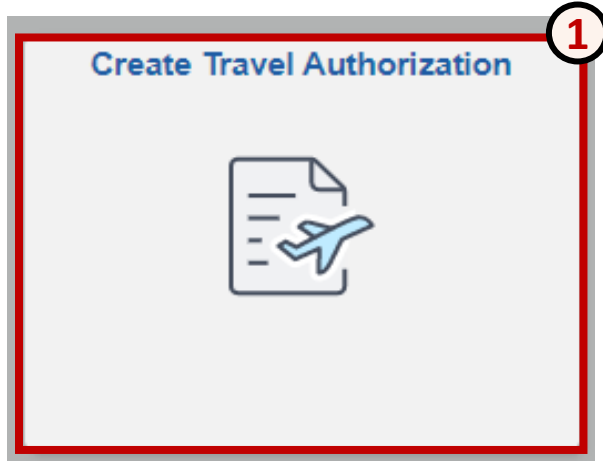


View Expense Report

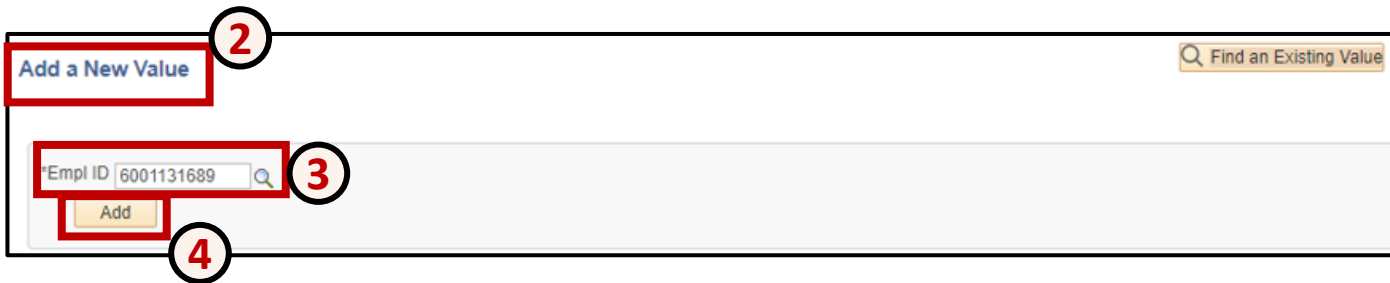




Create Travel Authorization



1. Click **Create Travel Authorization**.
2. Click the **Add a New Value** tab.
3. Enter the traveling Employee's ID or use the magnifying glass to search for an employee
4. Click **Add** button to continue.



PeopleSoft Tips

- Search for existing travel authorizations by using the **Find an Existing Value** tab.
- In step 3, you can also use the magnifying glass to Search by Name in the dropdown.

Enter Travel Information



Create Travel Authorization Save for Later | Home | Home

Yvette Ruiz-Esparza ?

5

Business Purpose TRV-Attend Meeting, Conf, etc.

Description Travel to Dallas

Default Location TX DALLAS

Comment Attend annual conference

Reference

Date From 06/13/2019 **Date To** 06/13/2019

6

Attachments

Budget Information

Budget Status Not Budget Checked

Budget Options

Quick Start ...Populate From

***Benefit** Enhance University operations

***Disposition of Duties** Duties assumed by colleagues

***Are you doing business in Washington, DC?** No

Washington, DC Purpose

Totals (0 Lines) 0.00 USD

Projected Expenses ?

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD

5. Enter fields (green) under Create Travel Authorization.
 - A. **Business Purpose**- Use drop down menu to select option
 - B. **Description** – Enter general description of travel
 - C. **Default location** – Use to select location
 - D. **Comment**- Add notes or justification for trip
 - E. **Date from & Date to** - Enter travel dates
 - F. **Benefit** – Use drop down menu to select option Disposition of duties - Use drop down menu
 - G. **Washington D.C fields**- required for travel to D.C.
6. Use **+Attachments** link to upload attachments

PeopleSoft Tips

- Travel Dates cannot be in the past.
- For domestic trips in step 5C, enter the state abbreviation (ie: TX) and scroll down to select your city.



Enter Travel Information Lines

7. Enter first line of detail fields (highlighted in green)
 - A. **Date**- Enter travel start date
 - B. **Expense Type** – From dropdown select only “TA” expense types (there are only 2)
 - C. **Description** – Enter basic description for the individual line
 - D. **Payment Type** – Only select **Paid By Employee**
 - E. **Amount** – Enter travel authorization amount
8. Click “**Down Arrow**” to open Accounting Details and Chartfields.
9. Enter funding source in **SpeedChart** field. Then click “enter key” on keyboard.
10. Validate the **Chartfield** values populated from SpeedChart.
11. Click “+/-” buttons to add/delete lines. Go to the top of the page after entering all lines.

PeopleSoft Tips

- You may enter multiple lines for different funding sources.
- Billing Type field is always Expense.

Projected Expenses ?

Expand All | Collapse All Add: | ⚡ Quick-Fill

*Date:

*Expense Type:

*Description:

*Payment Type:

*Amount:

Currency: USD

+ -

- NT-Printing Services
- NT-Professional Membership Due
- NT-Social Club Dues-Business
- NT-Subscriptions & Periodicals
- NT-Workshop/Seminar Exp
- Registration Fees-Employee
- TA-Foreign-Travel-Auth-Encum
- TA-Travel-Auth-Encumbrance-Amt
- TR-Athl General Public Trans
- TR-Athl General-Incidental
- TR-Athl General-Meals Actuals
- TR-Athl General-Meals Per Diem
- TR-Athl General-Mileage
- TR-Athl General-Overnight
- TR-Athl General-Parking
- TR-Athl Recruit-Incidental
- TR-Athl Recruit-Meals Actuals
- TR-Athl Recruit-Meals/PerDiem
- TR-Athl Recruit-Mileage
- TR-Athl Recruit-Overnight

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
06/13/2019	Annual Conference	Annual Conference	Paid By Employee	100.00	USD

*Billing Type: Expense

Accounting Details ?

SpeedChart

Chartfields

Amount	*GL Unit	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project	Activity
100.00	UTEP1	62491	2100	301500	14021600	700				



Save & Budget Check

Modify Travel Authorization

Yvette Ruiz-Esparza ? **13**

Authorization ID 0000132778 Pending

Comment Attend annual conference

12 Save for Later | Home | Home

Budget Information

Budget Status Not Budget Checked

Budget Options

14 Actions ...Choose an Action GO

Commitment Control

Commitment Control Details

16 Source Transaction Type Travel Authorization

Budget Checking Header Status Not Budget Checked

Commitment Control Amount Type Encumbrance

Override Transaction

15 Budget Check i

17 Go to Transaction Exceptions Go To Activity Log

OK Cancel

- 12. To save document click **Save for Later** link.
- 13. The **Authorization ID** will appear below the name. This is the number provided to the Travel Agency.
- 14. Select **Budget Options** link to open budget check page.
- 15. Select **Budget Check** button.
- 16. Review the **Budget Checking Header Status**.
 - a) Valid- Passed budget checking
 - b) Error in Budget Check- Failed budget checking
- 17. Click **OK** to get back to the Travel Authorization page.



Submit and Confirm

Save for Later | **Summary and Submit** 18

Budget Information

Budget Status Valid
Budget Options

Actions ...Choose an Action GO

Travel Authorization
Save Confirmation
Yvette Ruiz-Esparza

Totals ?

Total Authorized Amount	100.00 USD
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OK Cancel 21

Modify Travel Authorization

Yvette Ruiz-Esparza

*Business Purpose TRV-Attend Meeting, Conf, etc. v

*Description Travel to Dallas

Default Location TX DALLAS

*Date From 06/13/2019 [dt] *Date To 06/13/2019 [dt]

Reference

Actions ...Choose an Action GO

Authorization ID 0000132778 Pending 19

Totals ? View Printable Version Notes Attachments

Projected Expenses (1 Line)	100.00 USD	Denied Expenses	0.00 USD
Total Authorized Amount		100.00 USD	

Submit Travel Authorization 20

18. Select **Summary and Submit** link to submit travel authorization.
19. The Travel Authorization ID and status appear at the top of the page.
20. To process, select the **Submit Travel Authorization** Button.
21. Click **OK** button to confirm.

PeopleSoft Tip:

Select the Travel Authorization Details link if you want to return to the travel entry page.

Review Status & Workflow



Travel Authorization Travel Authorization Details

Yvette Ruiz-Esparza Actions ...Choose an Action

Your travel authorization 0000132778 has been submitted for approval. **Authorization ID 0000132778 Submission in Process**

Business Purpose TRV-Attend Meeting, Conf, etc. **Default Location** TX DALLAS

Description Travel to Dallas **Date From** 06/13/2019 **Date To** 06/13/2019

Totals

Projected Expenses (1 Line) 100.00 USD **Denied Expenses** 0.00 USD

Total Authorized Amount 100.00 USD

Submitted On 06/13/2019 **Submitted By** Jaime Huerta

Approval History

Submitted Yvette Ruiz-Esparza → Supervisor Approval (Pooled) → Cost Center Approval (Pooled) → Department Approval (Pooled)

Action	Role	Name	Date/Time
Submitted	Employee	Jaime Huerta	06/13/2019 11:47:02AM

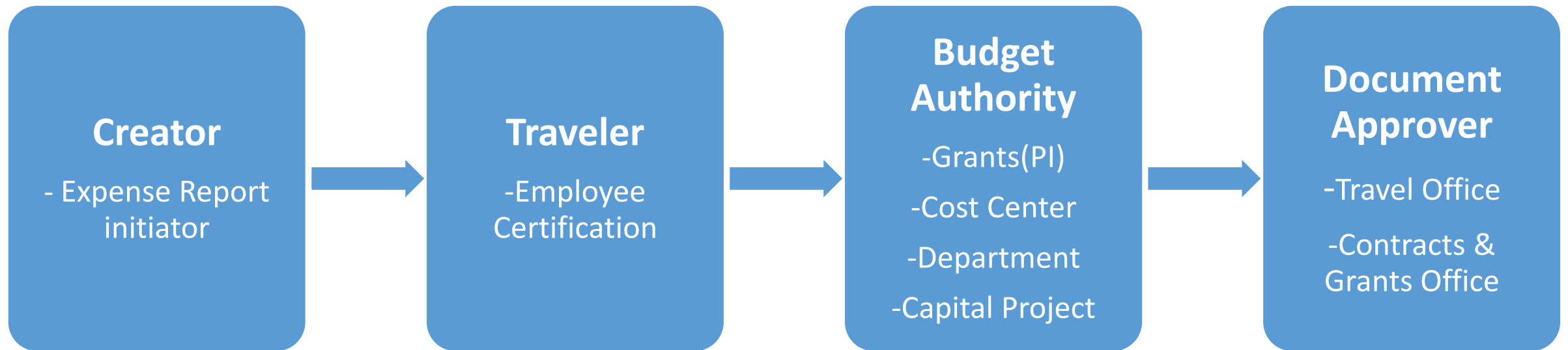
22. Review Confirmation message.
23. Select **Refresh Approval Status** to update status & workflow.
24. Note: document status changed to **"Submission in Process"**.
25. Select **Workflow History** link to see workflow page. The **Approval History** is also available to review workflow.
26. To recall document, select the **Withdraw Travel Authorization** button to return document to the Creator.
 - a) Note: Withdraw is only available when the document is pending at the Supervisor Approval step

Questions?



Create Expense Report

Expense Report Workflow




Navigate to Expense Reports



Employee Self Service ▾ 1 of 10


- Procurement Operations
- Project Mgmt, Billing & AR
- Treasury
- Accounts Payable
- Travel & Expense 1


HRMS Approvals




0

UTEP C






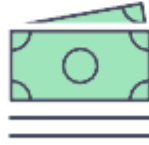
Financial Delegations




HRMS Delegations



Payroll and Compensation



Personal Details











1. On Employee Self Service home page click on the **Travel Expense** home page

15

Navigate to Create Expense Report

Travel & Expense ▾ < 10 of 10 >

<p>Financial Approvals</p>  <p>0</p>	<p>Financial Delegations</p> 	<p>Create Travel Authorization</p> 	<p>Create Cash Advance</p> 
<p>Create Expense Report</p> 	<p>Travel and Expense Center</p> 	<p>View Travel Authorization</p> 	<p>View Expense Report</p> 

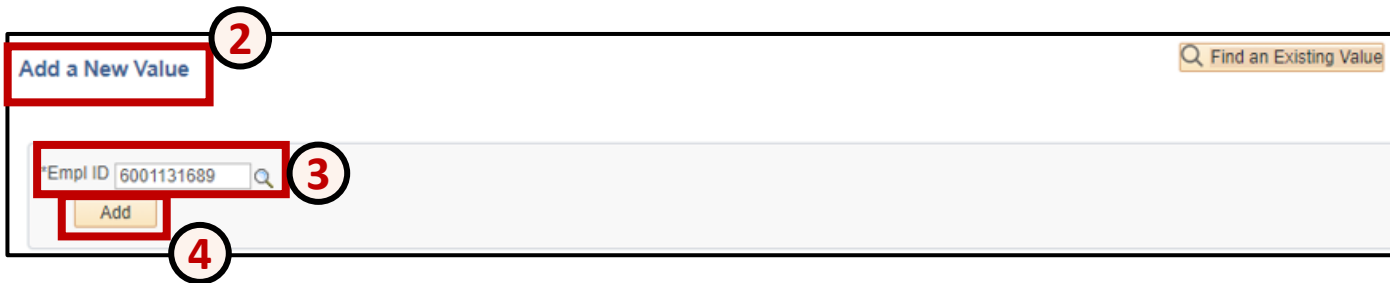
2. Click on the "Create Expense Report"



Create Expense Report –Travel Reimbursement



1. Click **Create Expense Report**.
2. Click the **Add a New Value** tab.
3. Enter the traveling Employee's ID or use the magnifying glass to search for an employee
4. Click **Add** button to continue.



PeopleSoft Tips

- Search for existing Expense Reports by using the **Find an Existing Value** tab.
- In step 3, you can also use the magnifying glass to Search by Name in the dropdown.

Enter Expense Report



Create Expense Report Save for Later | Home | Home

Yvette Ruiz-Esparza ?

***Business Purpose** TRV-Attend Meeting, Conf, etc. 5

***Report Description** Travel to Dallas

Reference

Comment Attend annual conference

Default Location TX DALLAS 6

[+ Attachments](#)

Budget Information

Budget Status Not Budget Checked

Budget Options

Quick Start ...Populate From GO

Last Updated 06/13/2019 3:04:22PM By

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD

5. Enter fields (green) under Create Travel Authorization.
 - A. **Business Purpose**- Use drop down menu to select option
 - B. **Report Description** – Enter general description of travel
 - C. **Default location** – Use to select location (*ONLY Travel Reimbursement*)
 - D. **Comment**- Add notes or justification for trip
6. Use **+Attachments** link to upload attachments



Enter Expense Report Lines

7 *Date 06/13/2019 *Expense Type TR-In State-Rental Car Description Rental Car *Payment Type Paid By Employee *Amount 50.00 *Currency USD + -

*Billing Type Expense 8 *Merchant Preferred Non-Preferred
Avis Car Rental

9 Accounting Details 10 SpeedChart

11 Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Cost Center	Function	Program
50.00	UTEP1	50.00	USD	1.00000000	62101	2100	301500	14021600	700	

7. Enter the first line of detail fields (highlighted in green)
 - A. **Date**- Enter travel start date
 - B. **Expense Type** – From dropdown select appropriate expense type for line item
 - C. **Description** – Enter basic description for line
 - D. **Payment Type** – Only select “Paid By Employee”
 - E. **Amount** – Enter expense line amount
8. Some Expense Types will require additional information. Enter information requested.
9. Click “**Arrow**” to open Accounting Details and Chartfields.
10. Enter funding source in **SpeedChart** field. Then click “enter key” on keyboard.
11. Validate the **Chartfield** values populated from SpeedChart.
12. Click “**+/-**” buttons to add/delete lines. Expense Reports usually require entering multiple lines. Remember to click the “**+**” button. Go to the top of the page after entering all lines.

Save Budget Check and Associate



Modify Expense Report 13 Save for Later Home | Home

Yvette Ruiz-Esparza ?

*Business Purpose TRV-Attend Meeting, Conf, etc. v

*Report Description Travel to Dallas

14 Report 0000223501 Pending

Default Location TX DALLAS Q

Budget Information 15

Budget Status Not Budget Checked

Budget Options

19 Actions Associate Travel Authorization GO

Commitment Control

Commitment Control Details

17 Source Transaction Type Travel Authorization

Budget Checking Header Status Not Budget Checked

Commitment Control Amount Type Encumbrance

Override Transaction

Budget Check 16

Go to Transaction Exceptions

Go To Activity Log

OK 18 Cancel

13. To save document click **Save for Later** link.
14. The **Report #** will appear above Default Location.
15. Select **Budget Options** link to open budget check page.
16. Select **Budget Check** button.
17. Review the Budget Checking Header Status.
18. Click OK to get back to the Travel Authorization page
19. Please review the note below. Select **Associate Travel Authorization** and click **GO** button.

PeopleSoft Note:

Only **Travel Reimbursements** need to be **Associated** to a Travel Authorization. Regular employee **Expense Reimbursements** do not require Association. Skip to Non-Travel Expense Reports for additional information.



Submit & Confirm

Modify Expense Report Save for Later Expense Details

Yvette Ruiz-Esparza

*Business Purpose TRV-Attend Meeting, Conf, etc. Report 0000223501 Pending 20

*Description Travel to Dallas Created 06/13/2019 Jaime Huerta

Reference Last Updated 06/13/2019 Jaime Huerta

Post State Not Applied

Totals View Printable Version View Analytics Notes Attachments (1)

Employee Expenses (1 Line)	50.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits
Amount Due to Employee	50.00 USD	Amount Due to Supplier	0.00 USD	

21 Submit Expense Report

Expense Report

Save Confirmation

Yvette Ruiz-Esparza

Totals ?

Employee Expenses (1 Line)	50.00 USD	Non-R
Cash Advances Applied	0.00 USD	
Amount Due to Employee	50.00 USD	

22 OK Cancel

20. The document number and document status appear at the top of the page.
21. To process, select the **Submit Expense Report** button.
22. Click **OK** button to confirm.

PeopleSoft Tip:

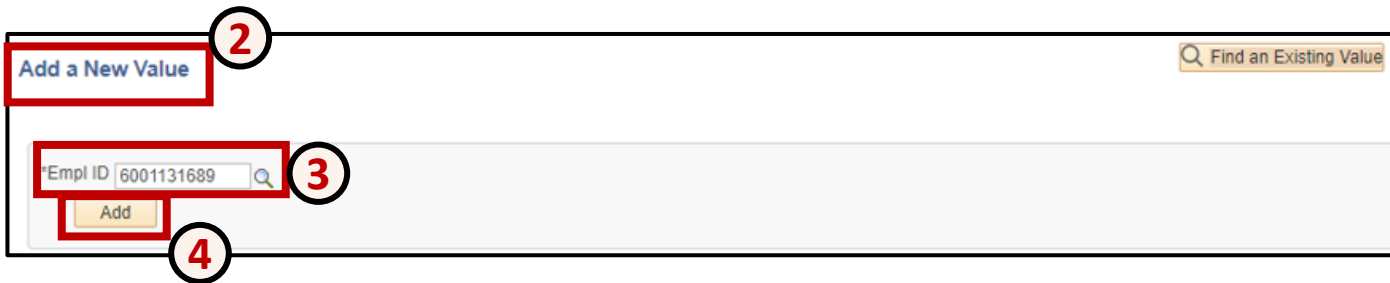
Select the Expense Details link if you want to return to the expense report entry page.



Create Expense Report – Non-Travel Reimbursement



1. Click **Create Expense Report**.
2. Click the **Add a New Value** tab.
3. Enter the traveling Employee's ID or use the magnifying glass to search for an employee
4. Click **Add** button to continue.



PeopleSoft Tips

- Search for existing Expense Reports by using the **Find an Existing Value** tab.
- In step 3, you can also use the magnifying glass to Search by Name in the dropdown.

Enter Expense Report



Create Expense Report Save for Later

Diana Espino

5 *Business Purpose **6** Default Location

Report Description

Reference

Comment

Budget Information

Budget Status Not Chk'd

Budget Options

Actions

Expenses

Expand All | Collapse All Add: | |

Total 50.00 USD

5. Enter fields (green) under Create Travel Authorization.
 - A. **Business Purpose**- Use drop down menu to select option
 - B. **Report Description** – Enter general description of travel
 - C. **Default location** – Use to select location (*ONLY Travel Reimbursement*)
 - D. **Comment**- Add notes or justification for trip
6. Use **+Attachments** link to upload attachments



Enter Expense Report Lines

7 02/01/2022 31 NT-Food for Educ or Research Luncheon Reimbursement Paid By Employee 50.00 USD + - 12

8 *Billing Type Expense

9 Accounting Details ?

10 SpeedChart

11

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Cost Center	Function	Prog
50.00	UTEP1	50.00	USD	1.00000000	63004	2100	301500	14021600	700	

7. Enter the first line of detail fields (highlighted in green)
 - A. **Date**- Enter travel start date
 - B. **Expense Type** – From dropdown select appropriate expense type for line item
 - C. **Description** – Enter basic description for line
 - D. **Payment Type** – Only select “Paid By Employee”
 - E. **Amount** – Enter expense line amount
8. Some Expense Types will require additional information. Enter information requested.
9. Click “**Arrow**” to open Accounting Details and Chartfields.
10. Enter funding source in **SpeedChart** field. Then click “enter key” on keyboard.
11. Validate the **Chartfield** values populated from SpeedChart.
12. Click “**+/-**” buttons to add/delete lines. Expense Reports usually require entering multiple lines. Remember to click the “**+**” button. Go to the top of the page after entering all lines.

Saving Expense Report



Modify Expense Report 13 [Save for Later](#)

Diana Espino [?](#)

*Business Purpose

*Report Description

Reference

Report **0000282885** Pending 14

Default Location

[Attachments](#)

Budget Information

Budget Status Not Chk'd

Budget Options

Actions

13. To save document click **Save for Later** link.
14. The **Report #** will appear above Default Location.

PeopleSoft Note:

Only **Travel Reimbursements** need to be Associated to a Travel Authorization. Regular employee **Expense Reimbursements** do not require Association.

Budget Check & Submit



Modify Expense Report Save for Later

Diana Espino

*Business Purpose

*Report Description

Report 0000282885 Pending

Default Location

15 Budget Information

Budget Status Not Chk'd

Budget Options

Actions ...Choose an Action

Commitment Control Help

Commitment Control Details

17 Source Transaction Type Expense Sheet

Budget Checking Header Status Valid

Commitment Control Amount Type Encumbrance

Commitment Control Tran ID 0007679259

Commitment Control Tran Date 02/04/2022

Override Transaction

16 Budget Check i

Go to Transaction Exceptions

18

Save for Later **Summary and Submit** **19**

Budget Information

Budget Status Valid

Budget Options

Actions ...Choose an Action

- 15. Select **Budget Options** link to open budget check page.
- 16. Select **Budget Check** button to start budget checking process.
- 17. Review the **Budget Checking Header Status**.
 - a) Valid- Passed budget checking
 - b) Error in Budget Check- Failed budget checking
- 18. Click **OK** to get back to Expense Report Authorization page.
- 19. Select **Summary and Submit** link to submit document.

Submit Expense Report & Confirm

Modify Expense Report Save for Later Expense Details

Diana Espino

*Business Purpose: NT-Other (Specify) Report 0000282885 Pending **20**

*Description: Luncheon Reimbursement

Reference:

Created: 02/04/2022 Yvette Ruiz-Esparza

Last Updated: 02/04/2022 Yvette Ruiz-Esparza

Post State: Not Applied

Totals ? View Printable Version View Analytics Notes Attachments

Employee Expenses (1 Line)	50.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 50.00 USD **Amount Due to Supplier 0.00 USD**

Submit Expense Report **21**

Expense Report

Submit Confirmation

Diana Espino

Totals ?

Employee Expenses (1 Line)	50.00 USD	Non-R
Cash Advances Applied	0.00 USD	

Amount Due to Employee 50.00 USD

OK **Cancel** **22**

20. The document number and document status appear at the top of the page.
21. To process, select the **Submit Expense Report** button.
22. Click **OK** button to confirm.

PeopleSoft Tip:

Select the Expense Details link if you want to return to the expense report entry page.

Review Status & Workflow



View Expense Report
Expense Details

23

Diana Espino
Your expense report 0000282885 has been submitted for approval.

Business Purpose NT-Other (Specify)

Description Luncheon Reimbursement

Reference

25

Report 0000282885 Submission in Process

Created 02/04/2022 Yvette Ruiz-Esparza

Last Updated 02/04/2022 Yvette Ruiz-Esparza

Post State Not Applied

Actions ...Choose an Action GO

Totals ? View Printable Version

Employee Expenses (1 Line)	50.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD		
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD		
Amount Due to Employee		50.00 USD		Amount Due to Supplier		0.00 USD	

26

[Workflow History](#) Notes

24 Submit Expense Report

24 Refresh Approval Status

28

Submit Expense Report Withdraw Expense Report

Submitted On 02/04/2022 Submitted By Yvette Ruiz-Esparza

Approval History

27

Submitted
Diana Espino

Employee Certificat
Diana Espino

Action	Role
Submitted	Employee

Approver History

Employee Certification

SHEET_ID=0000282885:Pending

Pending
Diana Espino
Reviewer

Department Approval

SHEET_ID=0000282885:Awaiting Further Approvals

Not Routed
Multiple Approvers
Dept Manager

Travel Approval

SHEET_ID=0000282885:Awaiting Further Approvals

Not Routed
Multiple Approvers
UTZ_WF_ER_AP_BU_APPR

Return

23. Review Confirmation message.
24. Select **Refresh Approval Status** to update status & workflow.
25. Note: document status changed to **"Submission in Process"**.
26. Select **Workflow History** link to see classic approval workflow page.
27. The **Approval History** is also available to review workflow.
28. To recall document, select the **Withdraw Expense Report** button to return document to the Creator.
 - a) Note: Withdraw is only available when the document is pending at the Employee Certification Approval step

Modify/Cancel Documents



❑ Returning documents

- **SEND BACK** button used by Approvers **or**
- Submit **Help Desk (helpdesk@utep.edu)** ticket

❑ Correcting documents

- **Modifying** page in Travel Authorization & Expense Report before submitting
 - *ESS Landing Page > Travel & Expense > (Travel Authorization or Expense Report) > Create*

❑ Canceling/Deleting documents

- **TERMINATE** button used by Approvers **or**
- Submit **Help Desk (helpdesk@utep.edu)** ticket

Questions?



Reviewing Budget Checking Errors



Review Budget Errors

Budget Checking has logged 'Error' Exceptions. Do you want to Transfer to the Exceptions? (18021,1091)

Selecting "Yes" will transfer you to the Transaction Exception Panel for this document while refreshing and minimizing the calling panel.

Selecting "No" will refresh the panel.

You can transfer later by using the "Go to Transaction Exception Header" Push Button on this secondary panel.

Yes No

Message

Budget Checking Errors Exist (18021,91)

Budget checking errors were logged for this document. Please check the budget exception page to view them.

OK

Travel Authorize Exceptions | Line Exceptions

Travel Authorization ID 0000132778

*Exception Type Error

Maximum Rows 100

Search

Override Transaction

More Budgets Exist

Advanced Budget Criteria

Budgets with Exceptions

Personalize | Find | View All | First 1 of 1

Budget Override	Budget Charfields	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
			UTEP1	OPE	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

1. If you receive a **"Budget Checking Error"** message. Click the **OK** button to continue.
2. Identify the actual error by selecting either **Yes** or **No**.
 - a) **Yes**- will take you to the page with where the actual error message appears.
 - b) **No**- takes you back to the Budget Checking page. There you can click the **"Go to Transaction Exceptions"** link to go get to error message page.

PeopleSoft Tip
All **"Exceptions"** need to be corrected by the Creator before the document can be submitted for approval.

Commitment Control

Commitment Control Details

Source Transaction Type Travel Authorization

Budget Checking Header Status Error in Budget Check

Commitment Control Amount Type Encumbrance

Commitment Control Tran ID 0005365070

Commitment Control Tran Date 06/13/2019

Override Transaction

Budget Check

Go to Transaction Exceptions

OK Cancel

Go To Activity Log



Common Error Messages

Error Type	Document Message	Error	Error Description	Solutions/Actions
Budget	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	Exceeds Budget Tolerance	Transaction exceeds available budget	<ol style="list-style-type: none"> 1) Verify speedchart & re-budget check 2) Verify speedchart funds in Budget Overview 3) Use another speedchart & re-budget check 4) If insufficient funds; request Budget Transfer from Budget Office or Contracts & Grants for grants. (use Budget Transfer Request Form)
Budget	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	No Budget Exists	Chartfield combination does not exist for budget row. One of the chart fields does not match the valid string.	<ol style="list-style-type: none"> 1) Verify speedchart & re-budget check 2) Verify speedchart funds in Budget Overview 3) Use another speedchart & re-budget check 4) Submit Help Desk ticket. Cost Center & Project issues reviewed by Budget Office or Contracts & Grants (use Budget Transfer Request Form)
Budget	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	Budget Date out of Bounds	Budget date on transaction is not within project Effective date. (Error only impacts grant/project)	<ol style="list-style-type: none"> 1) Review effective dates for project. <ol style="list-style-type: none"> a) If Service dates are within effective dates; then re-budget check b) If Service dates outside effective dates; use another funding source. c) Notify Contracts & Grants of service date issues 2) Verify speedchart & re-budget check 3) Use another speedchart & re-budget check
Chart Field	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	Required key CF is blank (CF= Chartfield)	A required chartfield is missing.	<ol style="list-style-type: none"> 1) Use conversion tool to find missing chartfields for speedchart and additional lines, & re-budget check. <ol style="list-style-type: none"> a) Cost Center field + Fund, Function, Dept b) Project field + Fund, Function, Dept, PC Busn Unit, Activity 2) Verify speedchart & re-budget check 3) Use another speedchart & re-budget check
Chart Field	At least 1 Distribution is missing an Account Value. (7030,691). At least 1 distribution is missing an Account Value. This must be corrected before this voucher can be saved.	Missing Account Value	Missing Account number in the Distribution lines section.	<ol style="list-style-type: none"> 1) The Account portion of the Chart field was not entered. Go to the Distribution lines section and search Account field using magnifying glass.
Chart Field	Invalid value- press the prompt button or hyperlink for a list of valid values (15,11). The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink	Invalid Value	One of the chartfields contain an invalid value.	<ol style="list-style-type: none"> 1) Use conversion tool to verify chartfields for speedchart and additional lines, & re-budget check. 2) Verify speedchart funds in Budget Overview 3) Use another speedchart & re-budget check

Questions?



Thank you!